AGENDA
Radiology Training
RA Package v5.0

The class is designed for the individual who will be setting up and maintaining the Radiology package.

Day 1

8:30 – 9:00	Introduction
9:00- -9:15	Mail Man
9:15 – 9:45	Mail Man exercise
9:45 – 10:15	RA Package Overview
10:15 – 10:30	**Break**
10:30 – 11:00	Menus
11:00 – 12:00	Flash Cards
12:00 – 1:00	**Lunch**
1:00 – 1:30	Flash Card Exercise
1:30 – 2:00	Exam Room
2:00 – 2:15	Exam Room Exercise
2:15 – 2:30	**Break**
2:30 – 3:30	Location Set-Up

Day 2

8:30 – 9:00	Review of Day One
9:00 – 9:30	Location Set-Up Exercise
9:30 – 9:45	Device Assignment
9:45 – 10:15	Division Set-Up
10:15 – 10:30	**Break**
10:30 – 11:00	Division Set-Up exercise
11:00 – 11:30	Modifiers – Diagnostic Codes
11:30 – 12:00	Modifiers – Diagnostic Codes Exercise
12:00 – 1:00	**Lunch**
1:00 – 1:15	Film Size
1:15 – 1:45	Standardized Reports
1:45 – 2:00	Standardized Reports exercise
2:00 – 2:30	Examination Types
2:30 – 2:45	**Break**
2:45 – 3:30	Common Procedure List

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Day 3

8:30 – 9:00	Procedure Message & Type
9:00 – 9:15	Procedure Type/Procedure Message exercise
9:15 – 9:30	Personnel
9:30 – 9:45	Personnel Exercise
9:45 – 10:00	**Break**
10:00 – 10:30	Register Patient for Exam
10:30 – 11:00	Exercise Register Patient
11:00 – 11:30	Edit Exam
11:30 – 12:00	Exercise Edit Exam
12:00 – 1:00	**Lunch**
1:00 – 1:30	Transcriptionist Menu
1:30 – 2:00	Radiologist Menu
2:00 – 2:30	Exercise Transcriptionist Menu & Radiologist Menu, Verify Reports
2:30 – 2:45	**Break**
2:45 – 3:30	Go over reporting options